

## **Plant Operations**

### **Five-Minute Talks**

- Team leaders should conduct talks in smaller groups if this helps with social distancing.
- Reinforce key messages on distancing and proper, frequent hand washing.

### **Arriving / Leaving Work**

- Leave sufficient distance when walking to / from parking lots, entering / exiting doorways and walking in hallways.
- Wait to access your locker or washroom to ensure you give yourself enough space or reduce sharing a confined space. Please be patient.

### **Swiping In or Out**

- Give enough space when standing in line.
- Pace yourself to keep a good distance in front of or behind people.

### **Break Time**

- Team leaders should consider staggering break times to spread people out.
- Encourage employees to avoid sitting closely together at tables, and to avoid crowding in rest areas.
- Do not sit closely together.

### **Work Centre Guidelines**

- **Mechanized letter-mail processing** and **material handling work methods** should usually provide sufficient distancing without the need for staffing reallocation.
- **Video Coding Room:** at least one free desk space should be maintained between coders, more if the shift staffing permits.
- **Manual sorting cases for Lettermail:** Make best use of the current layouts, potentially using every other case.
- **Parcel/packet runouts** and **induction stations:** Do not over crowd a single runout or induction lane: two people generally and three as a maximum for peak periods only.
- **Manual parcel and packet bull pens:** two people only at a time.

### **Monitor Social Distance While Working**

- Where a two-person operation is required to avoid injury, continue to observe the current safe lifting and handling practices.
- At times, some tasks will bring people into closer proximity for periods of time.

- Team leaders should seek ways to reduce the duration of these occurrences.

### **Safety Behaviour**

- Please look out for yourself and your colleagues by doing your best to practise social distancing.
- We need to rely on each other.
- Take responsibility to reinforce social distancing.

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**Every precautionary step we take helps. If you see something, say something. If you have any questions, talk to your team leader.**